

PAC Minutes 26 October 2012

1:00 pm est

Alana Mesenbrink, NWS
Heather Burke, HQUSACE
Allen Gwinn, NAD
Chad Eller, SAW
Jeff Boutwell, SWF

Chris Rapenchuk, LRD
Greg Miller, CNREF
Titus Hardiman, SWD
Chris Gallagher, SPN
Miriam Fleming, SAM

1. Minutes approved for October meeting and posted on the Gateway.

2. Update on Prospect - Per Diem \$113.00 Lodging/\$66 M&IE

Arrival and Departure Timeframe for Instructors

You should arrive as early as possible on 3 February, Sunday and not depart before 1500 on 8 February, Friday for a course debriefing.

Miriam will include a van on her travel orders for the period 3-8 February for team transportation.

Proceed with Room Reservations - 3 to 8 February.

a. Embassy Suites Portland Downtown, 319 SW Pine Street Portland OR 97204 503-497-9051
Or www.Hilton.com.

b. MIPR Request to Chris R due by 16 November for the following instructors:

FUNDED WITH PAC FUNDS – Send MIPR Request to Chris R.	
Chris Gallagher	PAC Funds - Received
Jeff Boutwell	PAC Funds
Titus Hardiman	PAC Funds – Received
Miriam Fleming	PAC Funds
Alana Mesenbrink	PAC Funds
Jamie Gyolai	PAC Funds - Received
Joel Miller	PAC Funds
FUNDED WITH PROSPECT FUNDS Send MIPR Request to Heather who will consolidate and forward them to Connie for funding.	
Heather Burke	Prospect Funds
Chad Eller	Prospect Funds
Chris Rapenchuk	Prospect Funds -sent
Allen Gwinn	Prospect Funds

c. Course Curriculum for Course #328

1. All PowerPoints have been accepted, edited, posted on the SharePoint and transferred to Connie. If you have changes in your presentation please bring them with you as pencil changes will be made in the printed materials during the presentation by each student.
2. Class reporting instructions and pre-post test questions are final and transferred to Connie.
3. Support AV and office materials will be provided by Huntsville.
4. Pending is draft partner exercise scenarios. **Action Officer Jamie**
5. Will NWP Office of Counsel assist with Ethic session? - **Action Officer Heather- message sent to OC**

d. Course Planning for Dallas - April 2013

1. Field Trip will be to Lake Lewisville with Chad, Jeff and Doug planning.
2. Jamie/Titus/Joel- Please send Heather your travel cost estimates for Fort Worth in April as your travel cost is being funded from Huntsville. **Action Officers Jamie, Titus, Joel**

e. Course Planning for Nashville October - 2013

1. Heather contacted Nashville District - Freddie Bell, Mike Klimaszewski, Carolyn Bauer and they will be glad to host October session.

f. Informing Support Elements Throughout the MSCs of the Prospect Course

1. Office of Counsels, Resources Management Offices, and Real Estate Offices should be contacted throughout the MSCs of the training opportunity. Chris R. will look into notifications methods. **Action Officer Chris R.**

3. SharePoint Site

- a. The site is operational and PAC members can access the site at:
<https://team.usace.army.mil/sites/MVR/PDT/pac>
- b. Heather will administer the site, but PAC members can post or transfer data, view PAC calendar of events, and find materials related to the PAC. Please feel free to add, files, data, and the minutes will be added to the site.

4. Handshake update- Allen

- a. Scoring Sheets for the 27 applications are due to Allen by COB 5 November. **Action Officers ALL**
Allen has received 3 scoring sheets to date.
- b. Allen has the GETs submissions so the appropriate bonus points are awarded for the respective applications.
- c. Below are the projects that have not submitted a final report and the year they received funding. If they are in your division please work with them to get a final report submitted. According to our rules they should not be considered for Handshake funding in this FY. The only project currently excluded is W. Kerr Scott. The project was contacted and they have until 12 November to submit the report or they will not be considered in 2012.

John H Kerr Reservoir – 2010 Project POC Shannon C. Maness, Island Creek Disabled Boat Dock Area, \$25,000.00. **Action Officer – Miriam/Chad**

Kaskaskia River Project – 2010 Project POC James Hill, Kaskaskia and Mississippi Rivers Interpretive Area, \$25,000.00. **Action Officer Jamie**

Lucky Peak Lake – 2010 Project POC Keith Hyde, Mutual Aid Repeater, \$20,000.00
Action Officer Alana

Mark Twain Lake – 2010 - Located final report.

Tully Lake - 2010 Project POC Jeff Mangum, Wheelchair Access to Waterfalls, Amount \$12,000.00
Action Officer- Allen

W Kerr Scott Lake – 2010 – Must submit report before 12 November.
Action Officer Chad/Miriam

Dale Hollow Lake – 2009 – Project POC Mark Willis, Gum Grove Launching Ramp, Amount \$10,000.00
Action Officer Chris R.

5. Allstate Interpretive Message Update

- a. Need action photographs - Action Officers **Miriam, Chad, Titus, Chris R.** Please forward them to Heather.
- b. Local Reproduction - Mark Safestein will be sending the higher resolution file to Heather. Projects can reproduce the images on paper, but are discouraged from reproducing additional metal panels.

6. CNREF Update – Greg Miller

- a. Communications Plans –Consolidated comment are due to Heather by 29 October.

Action Officer All

1. Revisions will occur after comments are reviewed and Lynda Nutt returns.
2. They plan to expand their web site in the future.
3. Grant Assistance priority concept proposed by the PAC will be discussed at their next call on 5 or 6 November.
4. Jamie participated in the last call and provided materials and input on improving corporate involvement in the Foundation.

7. Excellence in Partnership Award - Deadline is 16 November.

No applications have been received for the MSCs

8. October Meeting Housekeeping

- a. Thank You e-mails were sent to the Table Rock Visitor Center, Foundation, and Bass Pro.
- b. Travel Vouchers – funds expiring please process travel vouchers and notify Chris R. of amount or the vouchers are excess funds.
- c. Review of Action Items from Face-to Face Meeting.

9. PAC Funds

- a. Fund Balance – \$11,578.94 – Funds expire 6 November with 10 open accounts. (Amount will increase as excess funds are returned from closure of accounts)

- b. Funds from FY12 have been extended until 30 September 2013.
- c. A total of \$30,000.00 was requested in FY 13 and these will be fenced off in CEFMS so they do not mix with previous funds.

10. Take Pride in America - Federal Land Manager Award – 2012” for Suzanne Estock
Chris R. submitted a recognition article for the Engineer Update article, but the final hard copy is being finalized, thus the article and photo will be posted on CORE and sent to Karen Buehler for posting on the USACE home page & Army.mil.

11. OMBIL Reminder - We have 55 Cooperating Associations to date.

- a. Please remind your respective projects to insert partnership data in OMBIL. If they need assistance with data entry and you are unable to assist them they can contact Alana. **Action Officer All**
- b. Review the OMBIL Spreadsheet provided by Alana (E-mail 10-22-2012) to verify that projects have completed the OMBIL partnerships sections and to verify there are really no partnerships present at those locations highlighted in orange on the spreadsheet. **Action Officer All**
- c. REC OMBIL data entry deadline has been extended to 30 November 2012.
- d. Alana will provide another OMBIL Update Status report in before OMBIL closes on 30 November. **Action Officer Alana**

12. NRM Gateway Update

- a. Contribution FAQs were updated to match the contribution presentation in the prospect course
- b. A copy of a signed Law Enforcement Cooperative Agreement was sent to Ginny to replace the example currently on the gateway.

13. Public NRM Gateway

- a. **Action Officer Jamie** will develop "hello" message for the landing page.
- b. **Action Officer Heather** will draft a hierarchy of sub-pages for team input
- c. **Action Officer Chad** will work on a short partner outreach video and share with team for comment and Ginny D. has offered the use their camera equipment.
- d. Jamie has provided a welcome video script for our potential new external partners.

14. Water Safety Partnerships

Heather discussed the concept with Pam and the plan would be to have our meeting in the same location as their meeting. This may be difficult to coordinate with the current travel, conference, and meeting restrictions being imposed on federal agencies.

15. Partnership Outreach Page - Why Partner with the Corps”

- a. An ACE-IT ticket was been submitted for Bob Dahms, ACE-IT Contractor in SWL to finalize “Why Partner with the Corps” information sheet. POC is Chris Rapenchuk.

16. PAC Charter is updated and available on the SharePoint site.

17. Quarterly Talking Points

- a. The team agreed to conduct quarterly conference calls with their Division/District/Project

partnership POCs to provide updates on the partnership program and action items/accomplishments made by the PAC using the minutes from the calls or other means.

18. Partner Outdoors - 19-21 February 2013

- a. Location West Virginia
- b. USACE participation will be limited to 4 slots.
- c. Miriam, Joel, and Jamie have not attended and are potential candidates to represent the PAC.

19. Next Call: 13 November 2012 at 1:00 est.

Action Items

Jeff, Titus, Miriam, Alana, Joel - Portland MIPR Request to Chris R. due by 16 November.

Allen, Chad, Heather –Please send Heather your Portland MIPR Request.

Jamie - Pending is draft partner exercise scenarios.

Heather - NWP Office of Counsel assist with Ethic session.

Jamie/Titus/Joel- Please send Heather your Fort Worth MIPR Request for April 2013.

Chris R. - Informing Support Elements Throughout the MSC's of the Prospect Course

ALL- Handshake scoring Sheets are due to Allen by COB 5 November

Past Due Handshake Final Reports- please contact the project.

Miriam/Chad John H Kerr Reservoir – 2010 Project POC Shannon C. Maness, Island Creek Disabled Boat Dock Area.

Jamie - Kaskaskia River Project – 2010 Project POC James Hill, Kaskaskia and Mississippi Rivers Interpretive Area.

Alana -Lucky Peak Lake – 2010 Project POC Keith Hyde, Mutual Aid Repeater

Allen - Tully Lake - 2010 Project POC Jeff Mangum, Wheelchair Access to Waterfalls, Amount

Chad/Miriam - W Kerr Scott Lake – 2010 – Must submit report before 12 November.

Chris R. - Dale Hollow Lake – 2009 – Project POC Mark Willis, Gum Grove Launching Ramp,

Miriam, Chad, Titus, Chris R. Allstate Interpretive Message Photos

ALL - CNREF - Communications Plans comment are due to Heather by 29 October.

ALL – OMBIL verification

Alana - OMBIL Update Status report in before OMBIL closes on 30 November.

Public NRM Gateway

Jamie will develop "hello" message for the landing page.

Heather will draft a hierarchy of sub-pages for team input.

Chad will work on a short partner outreach video.

All – schedule quarterly Talking Points